

North Carolina Agriculture Cost Share Program Review Summary  
(February, 2013)

County	Rowan	Date of Previous Review/Report	1997
District Staff Name(s)	Chris Sloop	Date	Feb. 14-15, 2013
NRCS Staff Name(s)	Larry Hendrix		
Division Representative(s)	Ken Parks, Ralston James		
Additional Participants			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Strategy Plans and Priority Determination										
Questions in this section focus on strategy plans, the district's written prioritization system and BMP caps. The division will spend time before the program review reviewing strategy plans, board minutes and contracts.										
Do priorities stated in the strategy plan reflect the purpose of cost share programs and the intent of the Commission?				X	Yes		X			
Does the strategy plan identify and explain the resource concerns in the county?				X	Yes		X			
Is the district located within a nutrient sensitive watershed (NSW) or other special watershed? If the district is located within a NSW or special				X	No major nutrient sensitive watershed, but they do have some impaired and impacted watersheds in the county.		X			

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watershed, please explain how the district addresses the rules and/or reporting associated with the special designation.										
Does the district Board establish BMP limits or caps? Are the caps recorded in the strategy plan or in the board minutes? Provide documentation.		X			The district has only put a cap on wells to a maximum of 400 ft. The district puts cap on the cost share rate of 75% only. Recommend to include the caps in the strategy plan each program year.	X		Include the 400 ft. well cap and the max 75% cost share cap in the Strategy Plan.	2014 Program Year	Plan of action accepted.
<i>Does the strategy plan describe how applications are prioritized (written prioritization system)? How do you use this system to prioritize and fund contracts?</i>		X			The district prioritizes applications using the ranking sheet. Recommend to explain in more detail how applications are ranked and how the score is used in the ranking.	X		Provide detailed description of how the ranking sheet is used to prioritize applications written to contracts in the Strategy Plan.	2014 Program Year	Plan of action accepted.
<i>Does the score/ranking sheet match the resource concerns identified in the strategy plan?</i>				X	Yes		X			
<i>How is the score used to rank applications?</i>		X			There is no indication in the strategy plan on how the score is used to rank the applications. Recommend to explain how the points are used in ranking the applications.	X		Provide detailed description of how ranking score is used to rank applications.	2014 Program Year	Plan of action accepted.
<i>Does the district “batch” contracts? What is the batching period (i.e., monthly, quarterly, etc.)?</i>				X	The applications are batched and a closing date is used that is determined by the district board.		X			
How often does the district review their priorities and ranking system? Are the priorities modified to address current problems?				X	The priorities are reviewed annually and the ranking system is modified to		X			

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					address current problems.					
<i>Review the strategy plan outline and include questions here.(Staff use if applicable)</i>										
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<b>Section 2: Application Procedures and Tracking Progress (BMP Implementation and Payments)</b> Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
<i>How does the district advertise the cost share programs? (solicit applications)</i>	X				The district advertises using the FSA newsletter and Cooperative Extension newsletter. They also use a booth at the Rowan County Agricultural Fair.		X			
When do you schedule your board meetings?				X	Every 3 <sup>rd</sup> Thursday of the month at 7:00 p.m.		X			
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?				X	The notices are posted on the bulletin board of the office.		X			

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Are applications reviewed and approved by the Board as a separate action item?				X	Yes		X			
Are application decisions/motions recorded in the board minutes?				X	Yes		X			
Because applicants are limited when applying for incentive BMPs, how does your district track the applications for incentive BMPs?				x	The district has not had any incentive BMPs, but uses an Excel spreadsheet to track contracts.					
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.		X			Recommend to use a separate spreadsheet to track the incentive contracts and farmers.	X		We will establish a separate spreadsheet to track incentive contracts.	2014 Program Year	Plan of action accepted.
If multiple partners farm together, how the district tracks individual applicants as one operation?		X			Recommend to use a separate spreadsheet to track the incentive contracts and farmers.	X		We will establish a separate spreadsheet to track incentive contracts.	2014 Program Year	Plan of action accepted.
Once applications are approved, how do you develop a contract?				X	The district technician takes the highest ranking application and he works with the farmer and does a farm site assessment to address the resource concerns and put the information in toolkit and develops the contract.		X			

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Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?	X				The district technician goes over the contract, job sheets, etc. with the farmer in person and explains the contract in detail.		X			
What procedures do you follow for notifying the applicant that work can begin?	X				The district technician explains how the contract is approved and when the farmer can start work. The technician does a good job going over the work to be done.		X			
What information do you provide the applicant?				X	A complete copy of the contract with the conservation plan.		X			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				X	Yes		X			
<i>Are contract decisions/motions recorded in the board minutes?</i>				X	Yes		X			
Describe the district/board's procedure for approving supervisor contracts.				X	The district technician has not had a supervisor contract, but knows the procedure for supervisor contracts.		X			

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Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	There is no documentation since there have not been any supervisor contracts.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?				X	The district technician goes over the deadlines in the contract and does many site visits to check on the progress of the BMP installation.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval.		X			The district technician goes over the 1/3 <sup>rd</sup> rule when explaining the contract and the deadlines. Recommend to include a 1/3 <sup>rd</sup> date column in the spreadsheet.	X		Will add a column to our spreadsheet to track the 1/3 completion date.	2014 Program Year	Plan of action accepted.
Is the district using the NC-ACSP-18 or the NC-CCAP-18 form to record 6-month extensions? Is it recorded in the board minutes?				X	The district has not had to do an extension request.		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?				X	The district technician includes a NRCS statement of work and puts it in the contract file. The notes state "as built" and are written on surveys.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes and documented in the contract with the notes.		X			

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Are receipts received and reviewed for ACSP BMPs that are based on actual cost?				X	Yes. Copies are kept in the file.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes		X			
If the BMPs are not installed by the end of the third program year per Commission policy, how does the district request a one-year extension?				X	The district technician sends a letter of request to the division.		X			
<i>Are payment decisions/motions recorded in the board minutes?</i>				X	Yes		X			
<b>Section 3: Spot Checks and Compliance Issues</b> Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
<i>Who participates in annual spot checks? When are they conducted?</i>				X	At least one supervisor participated in the spot checks last year, the NRCS DC and the district technician. The spot checks were done in May 2012.		X			
How does the district select which contracts to spot check?				X	The district technician makes sure the contracts are up to date on the spreadsheet and totals the active contracts. A random number is selected by the NRCS DC. Every contract with that number is pulled.		X			
<i>Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under</i>				X	Yes		X			


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<i>the thresholds that are regulated by DWQ.</i>										
How does the district review five percent of all waste utilization plans?				X	Same procedure as above in the spot checks.		X			
How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS employee or district supervisor? This includes CPOs, revisions, supplements or repairs.				X	The district technician lets the NRCS DC know. See contract 80-09-31-16.		X			





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The North Carolina Statute 15A NCAC 06E.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation" How does your district notify individuals that have destroyed or mismanaged a BMP?				X	The district technician sends a certified letter to the cooperator. The 30 days starts from the day the receipt of letter is signed.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	The supervisors are notified at the board meetings.		X			
When does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept with the CPO?	X				Yes. There was a letter in the contract file.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	The district technician has not had a compliance issue to collect repayment.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes		X			
<b>Section 4: Record Keeping</b> Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										


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How does the district track BMP funds?				X	The district technician uses an Excel spreadsheet and IBEAM to track the contract and funds.		x			
How does the district use the division on-line (website) reports?				X	The district technician uses the online reports to keep track of the contracts and funds.		X			
How are your BMP funds audited? What is the date of the last audit? Who performed the audit? Was the BMP audit form completed and notarized?			X		The district is not doing the BMP audit of cost share funds. Corrective action.	X		Submit BMP Audit Form.	ASAP, already submitted.	Plan of action accepted.
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The technical assistance technical funds are tracked by the county finance dept. The county sends the technician a monthly reports and a yearly report. Yes. The last audit was June 30, 2012. Martin Starnes & Associates, CPA performed the audit.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	The district technician is funded by the county.		X			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The technical assistance technical funds are tracked by the county finance dept. The county sends the technician a monthly reports and a yearly report. Yes. The last audit was June 30, 2012. Martin Starnes &		X			


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					Associates, CPA performed the audit.					
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The technical assistance technical funds are tracked by the county finance dept. Yes. The last audit was June 30, 2012. Martin Starnes & Associates, CPA performed the audit.		X			
How much time is spent on cost share program (ACSP, CCAP, AgWRAP) contracts and BMP implementation? How is that tracked?				X	The district technician spends about 70 % of his time on cost share programs and this will be tracked on the new timesheet spreadsheet.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position?				X	The district technician has no JAA, but is a work in progress.		X			
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract?				X	These forms are on file in the district office.		X			

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<b>Section 5: Contract Reviews and Site Visits</b> Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 80-10-12-16 Applicant Name: William Waller BMP: Waste Storage Pond Closure 				X	The BMP looked good and was functioning properly.  Good documentation in file.		X			


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<p>Contract Number: 80-02-01-16 Applicant Name: Grant Walters BMP: Diversion, Heavy Use Area, Stock Trails</p> 		X			<p>The BMPs were functional properly, but maintenance is needed to ensure compliance. Recommend to add more gravel based on the technician's specifications on the heavy use area and address the water runoff from the buildings. The site may need additional stock trails also.</p> <p>Good documentation in file.</p>	X		<p>Letter was sent to producer to perform needed maintenance on the BMP's. Producer made necessary repairs/maintenance, and notified SWCD office of repairs. Technician made another field visit to check repairs and all was good.</p>	<p>ASAP, already done.</p>	<p>Plan of action accepted.</p>


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<p>Contract Number: 80-03-17-16 Applicant Name: Bruce Miller (Supervisor) BMP: Fencing, Well, Tanks</p> 				X	<p>The BMPs looked good and were functioning properly.</p> <p>There were no job sheets or benchmark measures in the file.</p> <p>There was no conservation plan in the file.</p>		X			

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Contract Number: 80-09-27-16 Applicant Name: John Cocca BMP: Pasture Renovation (Drought Grant) 				X	The BMP looked good and was functioning properly.  There were no benchmark measures in the file.		X			

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<p>Contract Number: 80-09-03-16 Applicant Name: Kim Starnes BMP: Poultry Litter Spreader</p> 				X	<p>The BMP looked good and was functioning properly.</p> <p>Good documentation in the file.</p>		X			



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<div>Contract Number: 80-03-04-16</div> <div>Applicant Name: Correll Farms</div> <div>BMP: Well, Tanks</div> <div></div>				X	<div>The BMP looked good and was functioning properly.</div> <div>No benchmark measures in the file.</div>		X			

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<p>Contract Number: 80-03-12-16 Applicant Name: Lonnie Hoffner BMP: Rooftop Runoff- Gutters</p> 				X	<p>The BMP looked good and was functioning properly.</p> <p>No benchmark measures in the file.</p> <p>No conservation plan in the file.</p>		X			